

**Appendix E**

**ADDITIONAL INFORMATION  
FOR  
ARTHRITIS GRANTEES**

**COMPONENT - 5**

**STATE-BASED ARTHRITIS  
PREVENTION AND CONTROL PROGRAMS**

**Highlights:** This section should summarize program accomplishments and progress made in meeting program goals and objectives that relate to the requirements of Program Announcement 03022—Component 5 Arthritis. Your description should also include major changes (personnel, goals and objectives, and organizational structure), challenges/barriers to program implementation, and any program successes.

**a. Current Progress Toward Program Objectives (Interim Report):**

For each of the specific program component areas (Staffing and Management, Partnerships/Linkages, Surveillance, Interventions), please list related goals and objectives covering June – December 2004 activities.

- For each objective:
  - Identify the current status (Met, Ongoing, or Unmet).
  - Provide a brief description of the progress toward accomplishment, including any barriers encountered, and how the barriers were (or are being) addressed.
  - Include the reasons for any objectives not met, and a discussion of any assistance needed to resolve the situation.
  - Briefly discuss the progress toward meeting the standards as outlined by the progress indicators and/or performance measures for PA 03022. Refer to the original Program announcement 03022, Component 5 - Arthritis.

**Partnerships/linkages:** Briefly describe the role of advisory groups, partnerships, or coalitions in the development and implementation of arthritis activities within the State Plan for Arthritis. Provide details on the status of your coalition, partnerships, and work groups (internal and external). Identify who is represented, and what role the coalition has had in the subsequent implementation of your State Plan.

**Surveillance:** Provide a summary of current state-based arthritis surveillance activities including data available to be analyzed and the usefulness to the program. If you plan to use modules of the 2005 Behavior Risk Factor Surveillance Survey (BRFSS), please identify which modules/questions will be used. Describe the status of your State of Arthritis Report and the data sources used to develop your Report. Please include a description of how your

State of Arthritis Report will be utilized in relationship to the implementation of your State Plan priorities, as well as programmatic goals, and objectives.

2. **Interventions:** Provide a summary of current intervention activities, and the rationale for selecting the intervention(s). Describe the target population(s), as well as the implementation and evaluation strategies for the current intervention(s).

**b. Current Budget Period Financial Progress:**

Provide an estimate of the overall obligations for the current budget period. Please refer to the information provided in the guidance document.

**c. Proposed Program Objectives and Activities (Continuation Application):**

Provide a work plan that includes objectives, methods, evaluation plans, and a time-line for each for the program component areas (staffing, partnerships, surveillance, and interventions) covering June 2005 – June 2006. It should include any proposed changes in goals and objectives from the previous year, as well as new goals and objectives proposed for FY 2005. Please include any updated goals and objectives for intervention projects. Please indicate the target population, completion date, and the person/organization assuming the lead role for the activity(s).

- **Objectives** should be *S.M.A.R.T.* i.e. Specific, Measurable, Achievable, Realistic, and Time-Based. They should describe what is to happen, by when, by whom, and to what degree.
  - Specific - Be precise about what you are going to achieve, describe a target and intended outcome. Avoid vague terms such as "know" or "understand"
  - Measurable - Quantify your objectives...Have a baseline to measure change  
Example: Increase the number of ASHC instructors by 25%, from X to XX...
  - Achievable - Are you attempting too much with the resources you have available?  
Do you need to focus on one or two activities?
  - Realistic - Do you have the resources to make the objective happen (personnel, money, machines, and materials)?
  - Time-Based - State when you will achieve the objective. Provide a time frame when the objectives will be met...Example: By 10/1/05, X% of the counties will...
- **Methods** should describe the plan for achieving each of the objectives identified, including a description of how partners will be involved
- **Evaluation** plans should include a description of how progress toward attainment of the objectives will be monitored and who will be responsible for evaluation.

- **A time-line** with milestones for all objectives at a minimum should identify related activities, start and completion dates, and the name of person(s) responsible for implementation.

The following component areas should be addressed in your continuation application:

**Staffing and Management:** For any new or proposed staff, describe how proposed or existing staff has the relevant background, qualifications, and public health experience, also describe key areas of responsibility. Include a description of their role in promoting an arthritis program within the State, their specific responsibilities, their role in coordinating activities between relevant programs within the State, how the organizational structure will support the staff's ability to conduct proposed activities, and the level of effort and time to be devoted to the arthritis program. Job descriptions, resumes if available, and an organizational chart should be included.

**Partnerships/linkages:** Describe plans for the continuation and/or expansion of partnerships. Identify who is represented, and what role the coalition or advisory group will play in the revision and implementation of your State Plan.

**Surveillance:** Describe plans to monitor the burden of arthritis within the State using BRFSS data and include plans for the development and dissemination of a State of Arthritis Report. Indicate whether or not you will administer any BRFSS Modules in FY 2005-06. Also identify any new surveillance data systems or efforts you will use/implement during this proposed budget period. Describe how you plan to utilize your surveillance data. Please include a description of the status, a time line for the completion or revision of your State of Arthritis Report. Identify how it will be used to accomplish state arthritis activities. Surveillance activities should include methods of measuring the reach, availability, and impact evidenced-based arthritis self-management programs/interventions to be implemented.

- ▶ Measuring reach and impact includes, but is not limited to, establishing mechanisms to determine annual availability and delivery of evidenced-based self-management programs such as ASHC, PACE, and Arthritis Foundation Aquatics programs.

Measuring the:

- number of certified master / national Trainers
- number of certified Trainers
- number of certified leaders
- number of participants
- number of program completers
- number of venues or program locations and their geographic
- number of intervention programs held
- program impact on participant

**Interventions:** Applicants should describe the process to be used to select the interventions to be implemented. For interventions already underway, please describe any proposed changes or refinements in intervention goals and objectives from the previous year. If developing or implementing a new intervention or interventions, please describe the target population(s), rationale for selection, and evaluation strategy. You should implement interventions in one or both of the following areas: (1) Evidence-based Self-Management programs (educational or physical activity) or (2) Health Communications Campaigns.

- ▶ State programs may choose to implement and evaluate physical activity or self-management education interventions other than ASHC, Aquatics and PACE, that may be beneficial and effective in reducing arthritis related pain and disability and improving the quality of life among persons with arthritis. Prior to implementation of any non-evidence based interventions, states must describe the process to be used to select the interventions, as well as provide a plan for development, implementation and evaluation. This plan should include a description of the program, demonstration of need, target audience, expected program outcomes, implementation strategies, the role of partners and consultants in implementing and evaluating the program, and the evaluation plan. The evaluation should describe how impact will be measured, domains of interest, proposed data collection tools, and how data will be collected and analyzed. A time-line should be included.
- ▶ Please refer to Program Announcement 03022 for a detailed description of these intervention areas.

**NOTE:** Any activities/strategies developed should be targeted to people affected by arthritis.

- All funded States are expected to adhere to the most current surveillance, intervention, and health communication recommendations.
- Programmatic Goals and Objectives should be consistent with the “Public Health Framework for Arthritis” and the Surveillance Recommendations developed jointly with State Arthritis Program staff.
- **Please describe and justify any deviation from these recommendations.**
- **Primary prevention and physician education related activities will not be considered for funding.**

- d. **Detailed Line-Item Budget and Justification:** Provide a detailed, line-item budget (include Form 424A) and justification of the funding amount requested for each component to support proposed program activities for the upcoming budget period. It is requested that grantees submit a budget that is reflective of a 12-month budget period. Please refer to the information provided in the guidance document.